



**U.S. DEPARTMENT OF EDUCATION**

**Education Data Exchange Network (EDEN)**

***EDFacts***  
**Frequently Asked Questions**

**Version 5.6**

**July 2009**

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July 2009

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## 1. EDFACTS GENERAL INFORMATION

**Where do I get more information concerning the EDFacts initiative?**

**RESPONSE:** Go to the following Web site: <http://www.ed.gov/EDFacts>

**What are the differences between EDEN and EDFacts?**

**RESPONSE:** See below for a definition for each:

**EDEN:** States report data to the U.S. Department of Education using the EDEN Submission System (ESS), an electronic system that facilitates the efficient and timely transmission of data from State Education Agencies (SEAs) to the Department of Education.

**EDFacts:** EDFacts is an initiative of the U. S. Department of Education, the SEAs, and other members of the national education community to use the consolidated, state reported data to:

- Increase the focus on education outcomes and accountability rather than process.
- Provide robust K-12 performance data by integrating student achievement and federal program performance data.
- Reduce data collection burden for the Department and the states.
- Provide data about outcomes at the federal, state, and local levels for federal and state planning, policy, and program management.

**EDFacts Reporting System:** EDFacts data analysis and reporting tools permit users to access, analyze and report on education data for over 100 data groups.

## 2. EDFACTS REPORTING SYSTEM

**How do I obtain a user account to access the EDFacts Reporting System?**

**RESPONSE:** For licensing reasons, each state has one designated user. All designated state users have an additional link available when they access the EDEN Submission System. This link is called *EDFacts Reporting System*.

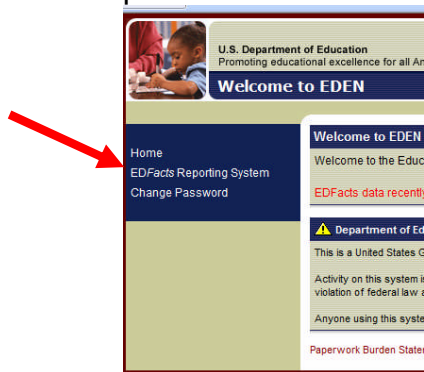
**Can our state get additional access to the EDFacts Reporting System?**

**RESPONSE:** For licensing reasons, each state is only allowed one access.

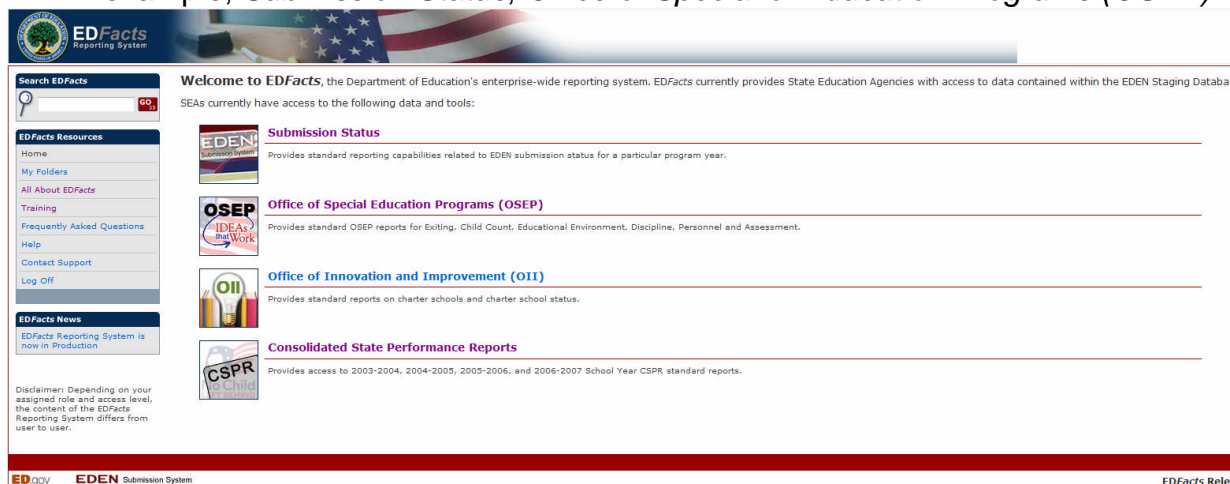
## How do I email someone the results of an EDFacts report?

**RESPONSE:** Assuming you are the EDFacts user for your state, follow the below steps:

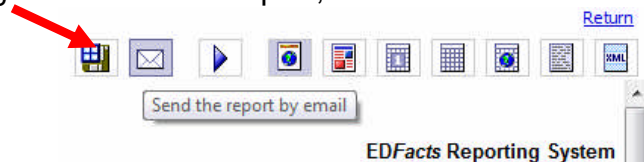
1. Login to ESS, and then access the *EDFacts Reports System* link on the left side panel.



2. Once in the EDFacts Reporting System, access the area of interest. For example, *Submission Status*, *Office of Special of Education Programs (OSEP)*.



3. Access and run a report.
4. In the top right corner of the report, click the icon to "Send the report by email".



5. You will be taken to the next window to establish the email options. Complete the four items in the “*Set the email options*” window.
  - Enter the email addresses you wish to send to in the “*Type the email addresses, separated by semi-colons.*” See below for an example.
    - **Important Note!** EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.
  - Name the report in the “*Subject:*” box.
  - Enter a comment for the recipient(s) in the “*Body:*” box.
    - **Important Note!** The report will come from the following email address: [edfacts@ed.gov](mailto:edfacts@ed.gov). Please let recipients know not to respond to this email box. If they have questions, please direct them back to you (EDFacts Coordinator) or to the Partner Support Center ([eden\\_ss@ed.gov](mailto:eden_ss@ed.gov)). We recommend adding this note to the “*Body:*” of each scheduled report.
  - Choose the “include the report” as your “*Attachments*” option.

**EDFacts Reporting System**

Set the email options - State Submission Plan Execution Report (LEAD004) - Specify the recipients and contents of the email. To add recipients, click Add to select from existing users, roles, groups, contacts and distribution lists or type the email addresses.

**To:**

No entries

Type the email addresses, separated by semi-colons.

your.email@yourstate.com;  
your.team@yourstate.com

Add... Remove Select all Deselect all

**Subject:**

Report: EDFacts Submission Status Report

**Body:**

See attached for report on how well we are doing with our EDFacts submissions for this year!

**Attachments**

☒ Include the report  
☐ Include a link to the report

OK Cancel

6. Press the OK button.
7. Your recipients will receive a copy of the report shortly.



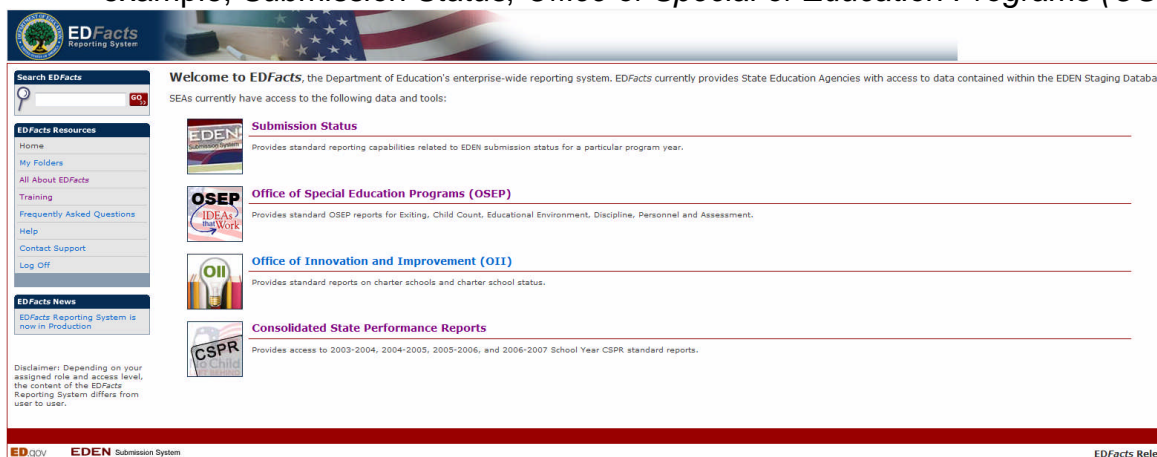
**How do I regularly schedule the distribution of an EDFacts report?**

**RESPONSE:** Assuming you are the EDFacts user for your state, follow the below steps:

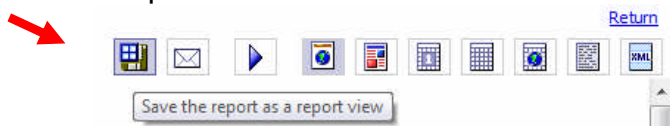
1. Login to ESS, and then access the *EDFacts Reports System* link on the left side panel.



2. Once in the EDFacts Reporting System, access the area of interest. For example, *Submission Status*, *Office of Special of Education Programs (OSEP)*.

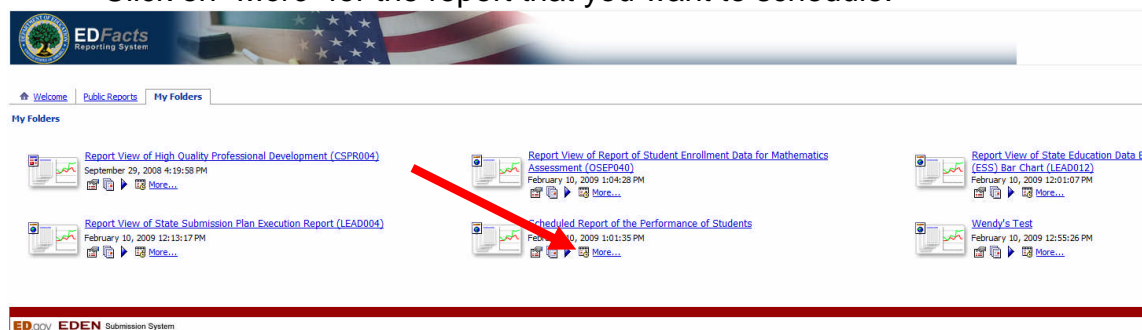


3. Access and run a report. In the top right corner of the report, access the icon to "Save the report as a report view".

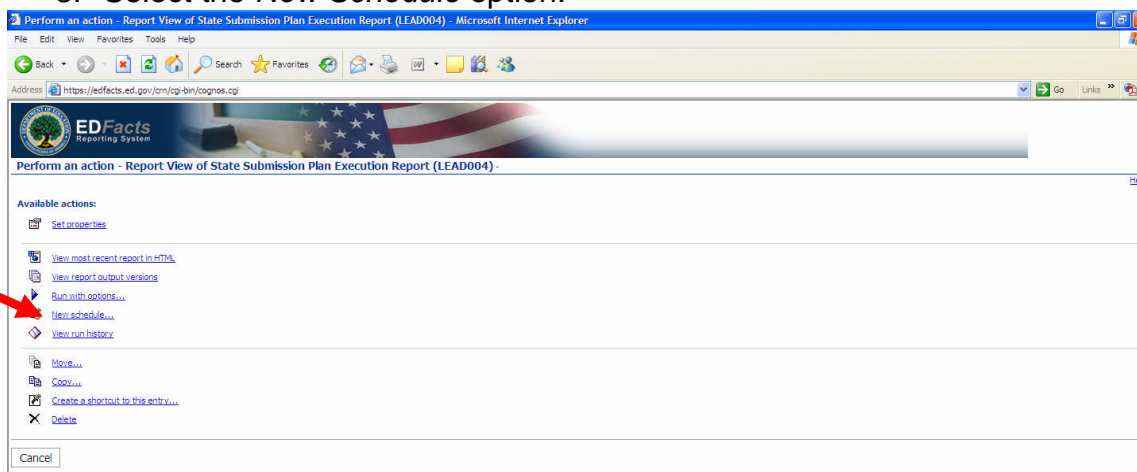


4. From the next window, save the report as a report view by completing the following options.
  - Name the report.
  - Select the “My Folders” option.

5. Press the OK button to return to the report. Click the *Return* link to exit out of the report.
6. Click the *Welcome* tab, then access the area interest (e.g., *Submission Status*, *Office of Special of Education Programs (OSEP)*) again.
7. Select *My Folders*. Then, find the new report view that you created in Step 5. Click on “More” for the report that you want to schedule.



8. Select the *New Schedule* option.



9. Set the *Schedule* distribution options identified in the below screen.
- Choose *Frequency*, *Start* and *End* dates, *Options*.
  - Under *Prompt Values*, if this option is selected, you will need to select the prompt answers as the last step.
  - Under the Deliverable, select “*Edit the email options*”.

**Schedule - Scheduled Report of the Performance of Students** - Specify the schedule and options to use when this entry runs. If you do not want to run this entry, you can disable the schedule without losing any of its details.

☐ Disable the schedule

**Frequency:**  
Select the frequency by clicking on a link.

[By Day](#) ☒ [By Week](#) [By Month](#) [By Year](#)

Every 1 week(s) on:

☐ Monday ☒ Tuesday ☐ Wednesday ☐ Thursday  
☐ Friday ☐ Saturday ☐ Sunday

**Start:**  
Feb 10 2009  
1 : 25 PM

**End:**  
☒ No end date  
☐ End by: Feb 10 2009  
 1 : 14 PM

**Options:**

**Formats:**  
☒ HTML  
☐ PDF  
☐ Excel 2000 Single Sheet  
☐ Excel 2002  
☐ Delimited text (CSV)  
☐ XML

**Orientation:**  
(Default)

**Paper size:**  
(Default)

**Delivery:**  
Select at least one delivery method.

☐ Save the report

☐ Print the report in PDF format: [Select a printer...](#)

☒ Send the report by email [Edit the email options...](#)  
2 recipients

**Prompt values:**  
No values saved  
☒ Prompt for values

**Languages:**  
English (United States) [Select the languages...](#)

OK Cancel

10. Set the email options identified below.

- Enter the email addresses you wish to send to in the “*Type the email addresses, separated by semi-colons.*” See below for an example.
  - **Important Note!** EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.
- Name the report in the “*Subject:*” box.
- Enter a comment for the recipient(s) in the “*Body:*” box.
  - **Important Note!** The report will come from the following email address: [edfacts@ed.gov](mailto:edfacts@ed.gov). Please let recipients know not to respond to this email box. If they have questions, please direct them back to you (EDFacts Coordinator) or to the Partner Support Center (eden\_ss@ed.gov). We recommend adding this note to the “*Body:*” of each scheduled report.
- Choose the “include the report” as your “*Attachments*” option.
- Do not modify data under the “*To*” box.

**EDFacts Reporting System**

Set the email options - Scheduled Report of the Performance of Students - Specify the recipients and contents of the email. To add recipients, click Add to select from existing users, roles, groups, contacts and distribution lists or type the email addresses.

**To:** Previous 1 - 1 Next

Name	Type
North Carolina	User

Add... Remove Select all Deselect all

Type the email addresses, separated by semi-colons.  
your.team@ed.gov

**Subject:**  
Report: Scheduled Report of the Performance of Students

**Body:**  
Hello EDEN Team -  
This is a regularly scheduled report that will be emailed to you.  
Thanks,  
EDFacts Coordinator

**Attachments**  
☒ Include the report  
☐ Include a link to the report

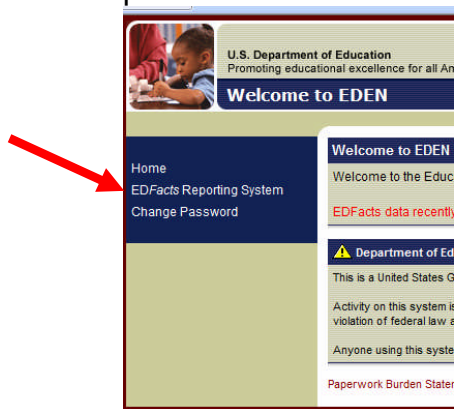
OK Cancel

11. Press the OK button.
12. Press the OK button again (next window) to set the Schedule options.
  - Again, if under *Prompt Values* (on Schedule options screen) is selected, you will need to select the prompt answers as the last step.
13. You can always go back to modify this scheduled event as needed!

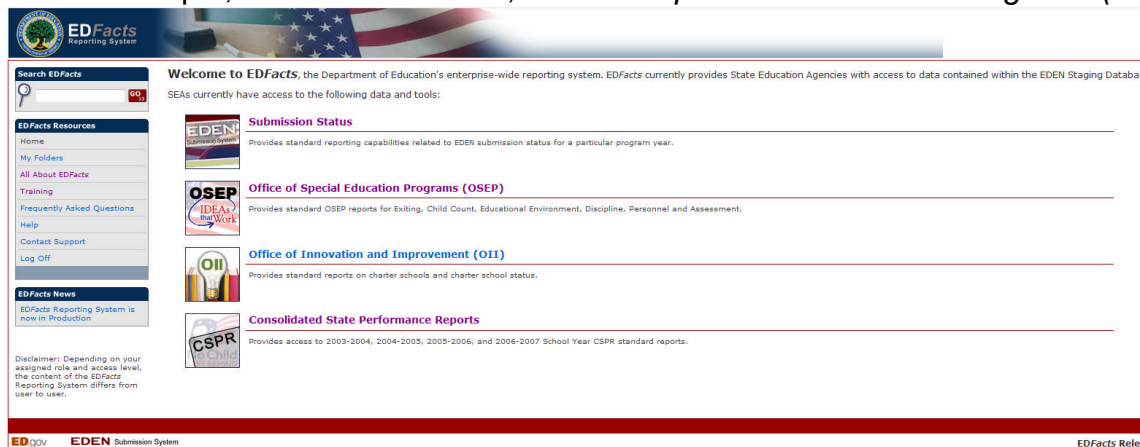
### How do I modify or disable the regularly scheduled distribution of an EDFacts report?

**RESPONSE:** Assuming you are the EDFacts user for your state, follow the below steps:

1. Login to ESS, and then access the *EDFacts Reports System* link on the left side panel.



2. Once in the EDFacts Reporting System, access the area of interest. For example, *Submission Status*, *Office of Special of Education Programs (OSEP)*.



3. Select *My Folders*. Then, find the new report view that you created. Click on "More" for the report that you want to schedule.
4. Select the *Modify the schedule* option.



5. You will then be taken to the *Schedule* option screen. This screen will allow you to disable the auto-distribution, modify the date and times along with adding and removing recipients.

- **Important Note!** EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.

**EDFacts Reporting System**

**Schedule - Scheduled Report of the Performance of Students** - Specify the schedule and options to use when this entry runs. If you do not want to run this entry, you can disable the schedule without losing any of its details.

☐ Disable the schedule

**Frequency:**  
Select the frequency by clicking on a link.

[By Day](#) **[By Week](#)** [By Month](#) [By Year](#)

Every 1 week(s) on:

☐ Monday ☒ Tuesday ☐ Wednesday ☐ Thursday  
☐ Friday ☐ Saturday ☐ Sunday

**Options**

**Formats:**  
☒ HTML  
☐ PDF

**Orientation:**  
 (Default)

**Paper size:**  
 (Default)

☐ Excel 2000 Single Sheet  
☐ Excel 2002  
☐ Delimited text (CSV)  
☐ XML

**Start:**  
 Feb 10 2009  
 1 : 25 PM

**End:**  
☒ No end date  
☐ End by:  
 Feb 10 2009  
 1 : 14 PM

**Delivery:**  
 Select at least one delivery method.  
☐ Save the report  
☐ Print the report in PDF format: [Select a printer...](#)  
☒ Send the report by email [Edit the email options...](#)  
 2 recipients

**Prompt values:**  
 No values saved  
☒ Prompt for values

**Languages:**  
 English (United States) [Select the languages...](#)

OK Cancel

## 2. EDEN SUBMISSION SYSTEM

### How do I access the EDEN Submission System?

**RESPONSE:** Go to the following Web site: <http://eden.ed.gov/EDENPortal>

### What types of ESS user access can be provided?

The following is the list of user access types:

- **ESS Submitter** – This user role of ESS can submit files and review reports on the status of files submitted. ESS e-mails reports to the SEA Submitter who transmits the file. ESS includes the data framework, which provides information on the data submitted through ESS.
- **ESS Reviewer** – This user role of ESS will provide access to state submission and transmission reports but does not allow access to the Transmittal Authorization sub-application. These personnel will not require the ability to submit files but only an ability to review and analyze error reports and data.

These users may include the CCD Coordinator and the IDEA Part B Data Manager.

- **EDFacts Reporting System Users** – One user per state can access the EDFacts Reporting System. The EDFacts Reporting System contains reports on the status of submissions through ESS, IDEA data and CSPR data.
- **State Agency Error Report** - This user role of ESS will be notified, via an automated e-mail, when the state has received an error on the Submission Error Report for their state.

**I would like to get a data extract of my EDEN files. Whom should I contact?**

**RESPONSE:** Upon request by the state, PSC can provide a data extract of most files submitted through ESS. This includes, Directory (029), Grades Offered (039), Membership Data (052), Performance Data (to include 081, 075-078), Accountability Data (to include 103 and 106-111), etc.

Contact PSC to request an extract of your state file(s). Note: You need to be an approved ESS submitting representative of your state to acquire an extract.

**Are there any internal tools available to help me test my file before submission?**

**RESPONSE:** Yes, see below for additional information.

- For **Non-XML files**, Partner Support Center has developed a tool, PSC File Format Checker, that can be installed locally and states can use it to check for non-XML format errors prior to attempting to submit to ESS. Contact PSC for a copy of the checker.
- For **XML files**, the team has provided validation schemas. These are provided for the states to use in the creation and validation of XML files. Files created against these schemas must be transformed into the EDEN ESS standard format and as a result, XSL style sheets are provided to accomplish that task. Once transformed, the XML files will comply with the submission schemas. Both the Schemas and Style sheets can be downloaded from the ED.gov Web site:  
<http://www.ed.gov/EDFacts>

**Why do I still receive validation errors in ESS after the PSC File Format Checker reported the file had no errors?**

**Response:** The main purpose of the File Format Checker is to identify Format Errors. It will find some validation errors such as an incorrect permitted value, but it is not designed to find them all since EDEN already has this functionality.



**When I get a File Format error for my non-XML file, what are some troubleshooting tips?**

**Response:** The EDFacts Workbook provides more information on resolving file format errors. When a non-XML data transmission is flagged as having format errors, PSC starts by looking for the following commonly found errors:

- The number of records does not match the number of records noted in the header record.
- Occurrences of “hidden” spaces or tabs to the far right of header or data records.
- The use of single quotes in the file.
- There is no carriage return/line feed at the end of the last record.
- The file name does not match the name noted in the header record.
- The number of spaces and values in the header record do not match the header record definition noted in the file specification. Common problems are using the incorrect **SY** file specification or the incorrect **level** (SEA, LEA or school).
- The number of spaces and values in the data records do not match the data record definition noted in the file specification. Common problems are using the incorrect **SY** file specification or the incorrect **level** (SEA, LEA or school).

Contact PSC when you cannot determine the problem and we will help you continue troubleshooting the file.

**Is there a maximum file size allowed for EDEN submissions?**

**BACKGROUND:** Performance testing has been done to determine if a maximum file size exists within EDEN. That testing showed that Directory files over 300 megabytes (MB) successfully processed through the system.

For most files, a series of validation checks occur after the entire file is read into the EDEN system. The records are then grouped according to their LEA and then their school. At this point, validation proceeds through each education unit (LEA or school). The validation checks to make sure that grand totals and subtotals are present and that they are greater than, or equal to, their respective subtotals.

The EDEN Portal is a shared environment where processing resources can be used by many SEAs at the same time.

**RESPONSE:** The EDEN files can be quite large. The ESS has been upgraded over the last few years to handle much larger files. Local internet bandwidth bottlenecks can still present problems when submitting large files. There are two solutions. The first is to use file compression and the second is to split larger files into sections.



## Compressing Large Files

The ESS has been modified to recognize files compressed with the Zip data compression algorithm. The ESS will accept a Zip file and automatically extract (i.e., decompress) the file. We recommend that states zip any file larger than 20MB.

Plain text files, like the EDEN files, are very amenable to Zip compression. File size reductions of 50 to 95% are common with text files. There are varieties of commercial or free file compression utilities that create Zip files.

Zip compressed files should have the .zip extension when uploaded to the ESS. The file name included in the Header Record (or FILETRANSMIT object if XML) should have the extension appropriate to the format of the uncompressed file.

## Splitting Large Files

If compression is insufficient or not available, large files can be split into smaller files. A file should be split at an agency boundary; the data for a single education unit must not be split between files. We recommend splitting the file if it is larger than the below thresholds:

- XML files - 120MB unzipped
- Non-XML files - 250MB unzipped

Each of the split files must still be properly formatted according to the file specification. Each must have a unique File ID and File Name. Each non-XML file must have a Header Record with the correct record count for the individual file. Each XML file must be a valid XML document with valid FILETRANSMISSION start and end tags.

Additional processing resources will be brought online in the future and ongoing performance enhancements to the software will help reduce large file submission problems.

## Why, at times, is the EDEN Portal performance very slow?

**BACKGROUND:** Every attempt was made during the development process to create a system that could process the large volume of file submissions from all the SEAs. The continual evolution of the EDEN Portal has and will continue to provide increased performance.

**RESPONSE:** The volume of data being processed and resource contention are the two main factors that slow EDEN. There are steps that the SEAs can take to help reduce the system burden. They include:

- A. Submit the files as soon as they are created. Creating many files and then submitting the entire batch at once places a performance burden on the EDEN Portal. This is compounded by other SEAs submitting large jobs.

- B. If possible, schedule file submissions either late in the evening (this is the best for the western states) or early in the morning (this is the best for the eastern states). Outside of the peak times of 8:00 A.M. to 5:00 P.M. Eastern Time, the server is not as busy.
- C. Do not wait until the actual due date for certain data usage initiatives. Due dates are often high-submission days and therefore it may take several hours (at times, even longer) to process your file transmission.
- D. If possible, submit the files on Saturdays. There is usually no competing traffic on the EDEN Portal on Saturdays. **NOTE:** Sundays are routine maintenance periods. The server might not be available for file submissions.

**Can I open multiple sessions of EDEN using my one login?**

**RESPONSE:** Yes. When more than one instance of ESS or any sub-applications (i.e., Data Framework, CSPR) are necessary, it is suggested to open each instance using either the Desktop icon or the Start button application menu. This ensures that multiple Web sessions are created and prevents the possibility of data loss due to multiple instances using a single session.

**My file is stuck in Received status. Why has it not processed yet?**

**RESPONSE:** EDEN can only process a certain number of files at any one time. Files that have yet to process will remain in Received status until it is their turn to be processed. When states submit several very large files, some state's submissions may stay in Received status for several hours. If your file remains in a Received status for over 24 hours, you should contact the Partner Support Center.

**How often does the EDEN Submission System make me reset my password?**

**RESPONSE:** Every 90 days.

**I am trying to submit data for prior years, specifically SY 2003-04, SY 2004-05 and SY 2005-06. I am receiving an error message.**

**RESPONSE:** The U. S. Department of Education has shut down ESS for SY 2003-04, SY 2004-05 and SY 2005-06 submissions. At this time, states can submit prior year data only going back to SY 2006-07.

**My state's Submission Error Report has been flagged by errors and warnings. I submitted corrected data and the errors no longer appear; how should I address the warnings? When will the warnings drop off my state report?**

**RESPONSE:** Warnings are flagged when data appears unusual or unexpected. States should review the data to determine if the data is accurate. If the data is accurate, the state should add comments to the explanation field for the flagged data and resubmit the file. Please note that even after explanations are provided, the warning will remain on the report.

**When I submitted a replacement file, it did not remove the LEAs that I had inadvertently submitted with the initial file. What should I do?**

**RESPONSE:** When you re-submit a file to EDEN, only the education units in that file are updated. For example, if your original submission contained 100 schools worth of data, and your second submission contains data for 90 of those schools, only the data for those 90 schools are updated. The data for the remaining 10 schools are left unchanged in the EDEN database.

The benefit of this is that you can make corrections to the data of individual schools or LEAs without having to submit the data for all of them. For example, if after submitting your LEA membership file you discover that you forgot to include a district in your file, all you need to do is submit a file that contains just the data for that one district.

One consequence of this system behavior is that one file submission may not completely overwrite a previous submission. If you discover that you submitted data for a school that should not have been submitted at all, you cannot correct this by leaving that school out of your next submission. When you leave the school out, the system does not make any updates to the data for the school that is already in the database.

If data submitted to EDEN needs to be revised, you can make the revisions by simply re-submitting the data for that school or LEA. On the other hand, if you discover that data submitted to EDEN should not have been submitted in the first place, you will not be able to correct this through a file submission.

**What should I do if I have data in EDEN that needs to be removed?**

**RESPONSE:** If you need to have data removed from EDEN, please send a request, via e-mail to the PSC. Please include justification and a reason for the removal of the data. PSC will then process it through the necessary channels to ensure that the impacted program offices are aware and approve of the request. This may take several weeks to completely process through all necessary approvals and systems.

**How often is the EDEN Submission Error Report (SER) refreshed?**

**RESPONSE:** The EDEN Submission Error Report is refreshed overnight; however, the report is only refreshed if the state submitted a file that day. If a state submitted a file in order to resolve an error(s) on the SER, then the report will refresh overnight and the next day the state can determine if the new file submission resolved the error(s).

**NEW! Is EDEN accepting End files for the SY 2008-09?**

**RESPONSE:** Yes, with the release of ESS 5.7, the system is now accepting End files for SY 2008-09. The ESS 5.8 release is scheduled to be released in the September timeframe; this release will allow for closeout file submissions.

**NEW! How long does it take to generate the EDFacts State Submission Plan Execution Report (LEAD004)?**

**RESPONSE:** The LEAD004 report usually takes several minutes to generate the prompt page and about 4 minutes to execute the actual report. The report could take longer to run if there is high usage of the system. Usually, as the day progresses, the report execution times will increase due to higher count of users.

### 3. EDFACTS DOCUMENTATION

**Where can I find supporting documentation for EDFacts?**

**RESPONSE:** Most of the documentation can be downloaded from the ED.gov Web site: <http://www.ed.gov/EDFacts>. This includes:

- **EDFacts Workbook** – This school year-specific guide provides overall and high-level guidance for submitting data to EDFacts.
- **EDEN Submission System (ESS) Users Guide** – This guide addresses the basic mechanics of system access and file transmission.
- **EDEN Submission System's Release Notes** – These documents provide a description of the technical enhancements to each version of ESS.
- **File / XML Specifications** – These documents provide policy guidance and technical instructions for building the files that are submitted through ESS.

- **EDFacts Business Rules Guide (BRG)** – This school year-specific document lists all the business rules that ESS uses to check the quality of data submitted to the system. Starting with SY 2008-09, the BRG includes two documents: (1) a PDF document detailing the terminology used in the BRG spreadsheet and other information helpful in using the BRG spreadsheet, and (2) an Excel spreadsheet describing each business rule.
- **EDFacts Calendar** – This is a calendar providing important due dates and events pertaining to the EDFacts initiative.
- **EDFacts Quarterly Newsletters** – Newsletters contain information on relevant legislation, regulations, data collection information, training sessions, meetings and other events that occurred in the last quarter or are scheduled in the future.

In addition to the above documents, the following tools are available upon request from the PSC:

- **EDFacts Data Set Viewer** – The EDFacts Data Set Viewer is a customized Access Database that allows users to review data groups and categories for SY 2006–07 through SY 2008–09.
- **PSC File Format Checker (PSC Internal Tool)** – This tool can be installed locally and states can use it to check for non-XML format errors prior to attempting to submit to ESS.

**Where can I get more information concerning the Race and Ethnicity Guidance for the Collection of Federal Education Data?**

**RESPONSE:** Links to the guidance and other informative information is provided via the EDFacts Web site. See <http://www.ed.gov/edfacts> for more information.

**Where can I find the official and most recent versions of the EDEN File Specifications?**






**RESPONSE:** The EDEN File Specifications can be viewed through the Data Framework function in the EDEN System or can be downloaded from the ED.gov Web site: <http://www.ed.gov/EDFacts>.

Upon gaining access to the EDFacts Web site, click the File Specification link under the EDFacts/EDEN System Documentation section.

**How do I know if I have downloaded the most updated version of the EDFacts file specification?**

**RESPONSE:** File specifications are updated from time to time. This is due to updated or enhanced policy, mid-year changes or to fix problems/defects. The specifications are version controlled, so the best thing to do is to compare the release number of the document.

You can do this via the EDFacts Web site:

- N002 — Children With Disabilities (IDEA) School Age v3.1  [Word](#)
- N003 — Child w Disab Assmt Compl v3.0  [Word](#)
- N004 — Child w Disab Not Assessed v3.0  [Word](#)
- N005 — Child w Disab Removal v3.0  [Word](#)
- N006 — Child w Disab Susp Expul v3.0  [Word](#)

Alternatively, within the document itself:

DOCUMENT CONTROL	
DOCUMENT INFORMATION	
Title:	N089 – Children with Disabilities (IDEA) Early Childhood File Specifications
Revision:	3.2
Issue Date:	March 2007
Security Level:	Unclassified – For Official Use Only
Filename:	N089 - Children w Disab Early Childhood v3.2.doc

### Where can I find the list of Language codes?

**RESPONSE:** It varies by School Year. See below for specifics:

- For SY 2007-08, the ISO-639-2 standard is being used. The system and supporting documentation has been updated to accept the three character codes. This ISO-639-2 standard can be found at: [http://www.loc.gov/standards/iso639-2/php/English\\_list.php](http://www.loc.gov/standards/iso639-2/php/English_list.php). (Note: Reference 639-2 column.)
- For SY 2006-07, the language codes are located in the Data Framework in EDEN.
  1. Click on the link for Data Framework in the left-hand menu of the EDEN Portal once you have logged in.
  2. Click on the link for Categories.
  3. Select the school year from the dropdown menu.
  4. Scroll down the page and click on the link for Language (in the first column).
  5. The page will refresh with a table containing all languages and their codes.

### When do I have to submit zero counts? What if my state is missing data? How do I communicate this to the EDFacts Team?

**RESPONSE:** Guidance (Section 2) in the SYs 2007-08 and 2008-09 file specifications addresses these questions. Please note, the guidance does vary between files.

**Where can I obtain a copy of the presentation material from previous EDFacts Conferences?**

**RESPONSE:** The presentation material from previous WebEx sessions and EDFacts Conferences are now available. Please go to the following Web site to download copies of the presentations and WebEx recordings:

<http://communities.ccsso.org/web/EdFacts>

From here, you can choose the specific session of interest.

**In specification N/X131 (NCLB LEA End School Year Status), data group ID 679 (Choice/SES Set Aside), is six characters but I have districts that spent more than 1,000,000 dollars (resulting in needing to submit seven characters). How should I affect this?**

**RESPONSE:** You can submit the data as usual unless you are a .txt submitter. The system database will accept figures larger than 999,999. In a fixed width file however, the field cannot be lengthened without a change to the data layout. If your state submits fixed width format to ESS and you have data for this group that exceeds six characters, PSC recommends that you submit using a different file format (.csv, .tab, .xml).

**NEW! How do I count “multiracial” students?**

**RESPONSE:** Generally, if your state has not implemented the 7 racial ethnic permitted values and has students not assigned to one of the 5 racial ethnic permitted values, then report these counts as follows:

- Leave this count out of any category set or subtotals with racial ethnic as a category.
- Include this count in the category sets and subtotals that do not have racial ethnic as a category.
- Include this count in any grand totals.

Keep in mind that this is a general answer. Please review the Guidance Section in each file specification before submitting to ensure that there is not an exception to this guidance. Also, for more information on racial ethnic reporting, please refer to the EDFacts Guidance on Submitting Racial and Ethnic Data.



**Why is my state receiving the error S052-R15, “State has not submitted a count of ungraded students or submitted a count of zero” at the SEA level? Our state does not offer *ungraded*.**

**RESPONSE:** Since the Grades Offered (N/X039) is not submitted at the SEA level, EDEN assumes that states offer all grades. If your state does not offer ungraded, then a zero count needs to be submitted for ungraded in the SEA Membership file.

**My state is receiving the error S052-R61, “Membership file includes a non-zero student count while Classroom Teachers (FTE) (N/X129) is zero or has not been submitted”. How do I resolve this error?**

**RESPONSE:** The N/X129 collects the number of teachers providing instruction at a school. The teachers do not have to be employed by the school to be counted at a school in the N/X129 file. This error can be resolved by a resubmission of the N/X129 file that includes the FTE count of teachers that teach the students of the school. If the school really does not have any teachers providing instruction to students, contact PSC for further guidance.

## 5. EDFACTS DIRECTORY FILE

**Should I submit an entire Directory file or just updates on schools/LEAs that have changed in the last year?**

**RESPONSE:** Up until SY 2007-08, the Directory was the only non-SY specific state supplied data. The significant change this year for the Directory specification is all school and LEA directory data will now be specific to a school year. This is a change that states requested along with satisfying the U. S. Department of Education’s need for an “annual” survey for CCD. Business rules will be used to match one institution in a SY to the same institution in the prior SY. As a result of this SY implementation, several new statuses have been added to ensure information is captured at the start of the school year as well as throughout the school year. These are described in more detail in the guidance section of the Directory File (N/X029) specification. **Note: Do not submit a directory record for an entity that was closed in the prior SY unless you are reopening the entity.**

**Between SEA, LEA and School level files, is there a particular order I need to submit my Directory files?**

**RESPONSE:** States must submit complete LEA and school directory file submissions, in that order. Note: States will not be required to submit an updated SEA directory file.



**Can I submit prior year Directory data using the current year Directory File Specifications?**

**RESPONSE:** No, you should use the year of the specification for that specific change. A note of caution for making Directory changes to prior years: CCD will not see this update since the state's CCD is locked by NCES. If you have specific questions or concerns, contact PSC.

**How do I get a list of Educational Units that are currently in my Directory file?**

**RESPONSE:** Contact PSC for a data extract of your Directory file.

**I inadvertently submitted a school (or LEA) in current year directory that was closed in prior year, how do I fix this?**

**RESPONSE:** As noted above, you should not submit a directory record for an entity that was closed in prior year unless you are reopening the entity. To fix this issue, please contact PSC. They will work with the technical team to remove this entity from your current year directory file.

**I inadvertently submitted an incorrect NCES ID for a school (or LEA), how do I fix this?**

**RESPONSE:** Contact PSC, they will need to have the technical team make this correction to the database.

**I thought NCES IDs were optional – why is ESS indicating they are mandatory?**

**RESPONSE:** Starting in SY 2008-09, when submitting directory data, NCES identifiers are now mandatory for all schools and LEAs *UNLESS* the school or LEA has one of the following School Year Start Operational statuses:

- New (if not Future in the prior year)
- Added
- Future (only in the first year)

This change was implemented with ESS Release 5.0 (January 2009).

**I have schools that have changed operational status from previous year's directory submission. What are the allowable statuses based on prior year's operational status?**

The chart below indicates what current year operational statuses are allowable based on the prior year operational status.

## Verifying Current Year CCD School/Agency Operational Status Against Prior Year's

		Current Year (CY) Operational Status							
		1- OPEN	2- CLOSED	3- NEW	4- ADDED	5- CHANGED	6- INACTIVE	7- FUTURE	8- REOPEN
Prior Year (PY) Operational Status	1-OPEN	Yes	Yes	X	X	Yes	Yes	X	X
	2-CLOSED	X	X	X	X	X	X	X	Yes
	3-NEW	Yes	Yes	X	X	Yes	Yes	X	X
	4-ADDED	Yes	Yes	X	X	Yes	Yes	X	X
	5-CHANGED	Yes	Yes	X	X	Yes	Yes	X	X
	6-INACTIVE	Yes	Yes	X	X	Yes	Yes	X	X
	7-FUTURE	X	Yes	Yes	X	X	X	Yes	X
	8-REOPEN	Yes	Yes	X	X	Yes	Yes	X	X

**Legend**

Yes- Acceptable

X – Not acceptable

**Additional Supporting Notes****PY Status 2-Closed**

The only acceptable CY Status when the PY status is “2-Closed” is “8-Reopen.” If you submit any other status, you will get a match error. To resolve the match error, you will need to contact PSC so that they can delete the entity from the CY directory.

**CY Status 8-Reopen**

This status only works for the year after a school has closed the prior year. If a school has been closed for more than one year, it needs to be reported as a “3-New.”

**PY Status 6-Inactive**

An education unit can be inactive for 3 full years. At the beginning of the 4<sup>th</sup> year, the education unit needs to change status to one of the following: “1-Open”, “2-Closed”, or “5-Changed”.

## 6. EDFACTS-CCD INTEGRATION

### What are the Match and Edit Reports?

**RESPONSE:** The Match and Edit Reports are located on the reports tab in the Submission Error Report (EDEN). They include:

1. **Match Error Report:** This displays LEA and school match problems. This is isolated to resolving Directory discrepancies.
2. **Summary Report:** This displays all other tabs (worksheets) that were previously available in the CCD Match Summary Workbook.

3. **Edit Reports:** Once Directory Match Error issues are resolved, Edit reports will be available. There are three individual edit reports: SEA, agency and school.

You are provided downloadable Excel Workbooks that will still need to be annotated and sent to Census.

#### **Where are the CCD Match and Edit reports located?**

The CCD Match and Edit reports can be accessed in ESS through the Reports tab in the Submission Error Report sub-application.

#### **What is the CCD Match and Edit report process?**

CCD-related errors and warnings can be accessed in ESS through the Reports tab in the Submission Error Report sub-application. The Reports tab can have up to 5 CCD-related reports: Match Report, Summary Report, and the State, Agency, and School Edit Reports. The Edit Reports will not appear until all critical Match Report errors have been resolved. Resolving critical match errors requires you to resubmit your data or, if you cannot fix the data, contacting the Partner Support Center to have data corrected or removed.

- Match Report – All critical Directory errors must be corrected before proceeding to Edit Reports. Not all tabs on the Match Report show errors. Many of the tabs are informational. Focus on the Agency Match Problems and School Match Problems tabs.
- Summary Report – This report is a summary of the CCD-related data you have submitted and is a way for you to review that data. Explanatory notes must be annotated on the spreadsheet as a confirmation this data has been reviewed by the state.
- Edit Reports – These reports contain both critical and non-critical (warning) errors. The critical errors must be corrected. The non-critical errors must be corrected to the state's satisfaction and explanatory notes must be annotated on the spreadsheet.

Once all your state's critical errors are corrected and non-critical warnings are annotated, send your annotated Summary and Edit Reports to Census ([govs.ccd@census.gov](mailto:govs.ccd@census.gov)), with a copy to PSC. **These annotated reports are due two weeks after your final data is submitted.**

**How often are the submissions processed for the Match, Summary and Edit Reports?**

**RESPONSE:** The submission edits are processed nightly. The SY 2007-08 and SY 2008-09 Match Reports can be reprocessed on an as needed basis. Click the "Regenerate" hyperlink to refresh the Match report data.

**How do I get to my Edit Reports? I just see the Match Error and Summary Reports.**

**RESPONSE:** The Edit Reports will not appear until all match problems have been corrected. If you are not getting the Edit Reports, then you need to resolve issues noted in the LEA and School Match Error Report. Once all match problems have been corrected, the Edit Report feature will be available.

**What if I have been working on my Edit Reports and today, I noticed my Edit Reports buttons are no longer available to me?**

**RESPONSE:** Most likely, you have submitted an updated Directory file that caused a match problem. Reference the Match Error Report.

**How can I obtain a list of my NCES IDs?**

**RESPONSE:** You can obtain your NCES IDs by going to the Education Unit Profile and looking up your educational unit. In addition, if you contact PSC, an extract of your Directory file can be provided.

## 7. EDFACTS STATE SUBMISSION PLANS

**Where do I get a copy of my State Submission Plan?**

**RESPONSE:** Contact your state EDFacts Coordinator for a copy. If you are the state EDFacts Coordinator, e-mail (eden\_ss@ed.gov) PSC for a copy.

**I just sent an update to my submission plan to PSC. When will my updates be available in the EDFacts Execution Plan Leadership Report?**

**RESPONSE:** Submission Plans are uploaded to the EDFacts Reporting Tool on Wednesday of each week. If you have a change to your plan, we recommend you submit your updated plan by COB on Tuesday of each week to allow PSC time for a complete review and submission.

As SY 2008-09 is the first year for mandatory state reporting through EDFacts, ED will begin monitoring state submissions against ED's first planned usage dates included in the submission plans.

<b>Which File Specifications have been updated or removed from the SY 2007-08 Submission List?</b>
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**RESPONSE:** Since the February 2008 distribution of the SY 2007-08 Submission Plans, the following file specifications have been updated or removed from the SY 2007-08 EDEN Submission list:

- **N/X133 – ADA Rural:** Removed from the submission list.
  - We recommend you note this change on your SY 2007-08 state submission plan. In addition, change the number of entities to be submitted to “0” (zero).
- **N/X043 – Homeless Served:** SEA level was inadvertently left off the initial list and has since been added back in.
  - Follow the below steps to make adjustments to your SY 2007-08 Submission Plan:
    - Change the format of cell E21 (Date the SEA data will be submitted (MM/DD/YY)) to “Date”.
    - Change the format of cells D21 and E21 to a “no fill” color pattern. This will change the color of these cells from grey to white.
- **N/X131 - LEA:** The file should not include SEA and School level data.
  - We recommend you note this on your SY 2007-08 state submission plan. In addition, change the number of entities to be submitted to “0” (zero) in both SEA and School level columns.
- **N/X139 LEP English Language Proficiency Results:** Removed from the submission list.
  - We recommend you note this change on your SY 2007-08 state submission plan. In addition, change the number of entities to be submitted to “0” (zero).
- **N/X049 Assessed in Native Languages:** Removed from the submission list.
  - We recommend you note this change on your SY 2007-08 state submission plan. In addition, change the number of entities to be submitted to “0” (zero).

**NEW! Which File Specifications have been updated or removed from the SY 2008-09 Submission List?**

**RESPONSE:** Since the December 2008 distribution of the SY 2008-09 Submission Plans, the following file specifications have been updated or removed from the SY 2008-09 EDFacts Submission list:

The following files have new deadlines for SY 2008-09 data files:

- **N/X028 Computer** – September 20, 2009
- **N/X071 Personnel Skilled in Technology** – January 31, 2010
- **N/X117 8<sup>th</sup> Grade Technology Literacy** – January 31, 2010

As a reminder, we recommend you note this change in Column J on your SY 2008-09 state submission plan.

**N/X047 LEP - Eligible:** Removed from the submission list for SY 2008-09.

- We recommend you note this change on your SY 2008-09 state submission plan. In addition, change the number of entities to be submitted to “0” (zero).

**N/X147 Children with Disabilities (IDEA) - Invalid NCLB Assessments Table:** Will likely be removed from the submission list.

- We recommend you note this change on your SY 2008-09 state submission plan. In addition, change the number of entities to be submitted to “0” (zero).

## 8. EDFACTS – OTHER DATA COLLECTIONS

**What is EASIE?**

**RESPONSE:** EASIE stands for Electronic Application System for Indian Education. It is used to collect applications for the Title VII Formula Grant that is administered by the US Department of Education’s Office of Indian Education (OIE). The grant is open to any entity (an LEA, a BIE school or a tribe) that serves Native American students.

**Will any EDFacts data be utilized to prepopulate EASIE?**

**RESPONSE:** The following files are used to prepopulate the EASIE system:

- In Part I, membership data from the LEA level, N/X052 file, is used to prepopulate the application.

- In Part II, sections are pre-populated using student performance data from N/X075, N/X078, N/X079 and graduation rate from N/X041 (all at the LEA level). The entities do have the option for manual entry.

## 9. EDFACTS METADATA AND PROCESS SYSTEM (EMAPS)

### What is *EMAPS*?

**RESPONSE:** *EMAPS* is a web-based tool to provide SEAs with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected in *EDFacts*. The initial rollout of *EMAPS* allows states to enter their Racial and Ethnic (RE) Data Reporting Plans.

### How do I access *EMAPS*?

**RESPONSE:** The *EDFacts* Coordinator for each state will have access to the *EMAPS* tool. There are three ways to access *EMAPS*: through *EMAPS* website directly (<https://emaps.ed.gov/suite/>), ESS, or the *EDFacts* website.

### When I log into EDEN I have a new link on the left menu for *EMAPS*, but when I click on it, I am prompted for an ID and password. Why is my EDEN ID and password not working with *EMAPS*?

**RESPONSE:** Although *EMAPS* is accessible via the EDEN Portal, it utilizes a different authentication process therefore having a different user ID. If you need access, please have your Coordinator contact PSC.

### If we are using the five Racial and Ethnic (RE) permitted values, do we need to log in to *EMAPS* to provide our plan?

**RESPONSE:** No, for SY 2008-09 and SY 2009-10, the Racial and Ethnic Data Reporting Plan has a default of the five RE permitted values. If a state will not be using the new seven permitted values, then you do not need to log in to *EMAPS*. For the SY 2010-11, the system will be defaulted to the seven RE permitted values.

**Do the states have an option of only submitting some files using the seven RE permitted values?**

**RESPONSE:** Yes, the states have an option of selecting certain “file clusters” to submit using the seven RE permitted values, even if they will not be submitting all EDFacts files this way. If a state plans to submit any “file clusters” using the seven RE permitted values, they must make that selection in *EMAPS* **before** submitting any of those files. Once the files are submitted the states selection is “locked”.

**Where do I get more information concerning the RE implementation using *EMAPS*?**

**RESPONSE:** There is guidance on the EDFacts Web site. Specifically reference Appendix A of the [EDFacts Guidance on Submitting Racial and Ethnic Data](#) document.

## 10. EDFACTS UPDATED BUSINESS RULES

**Which Business Rules have been updated since the most recent version of the EDFacts SY 2007-08 Business Rules Guide (BRG)?**

**RESPONSE:** See below for a list of these updated business rules:

**Rule ID: S040-R25 (Reference PDF pages 7, 136 and 163 of BRG)**

**Current Rule:**

- Definition: The edit identifies when Total Diploma Recipients (TOTDPL) > 0 and past year total student membership for grade 12 (TOT12) = 0.
- Edit Logic: Compute Diploma/Credential Type Subtotals from Category Set C. The edit identifies when total REGDIP >0 and PY MEMBER 12 Student Count =0.

**Changed to:**

- Definition: The edit identifies when Total Diploma Recipients (TOTDPL) > 0 and total student membership for grade 12 (TOT12) = 0.
- Edit Logic: Using Category Set C (Diploma/Credential Type, Sex, Disability Status).
  - CYDIP = subtotal of all records for diploma type REGDIP where count > 0 for current year.
  - CYMEM = count of students in Grade 12 for the current year.
  - Raise warning if: 1. CYDIP > 0 and 2. CYMEM is 0, negative, or null.

**Rule ID: S032-R07 (Reference PDF pages 6, 110 and 121 of BRG)**



**Current Rule:**

- Definition: The edit identifies when dropouts > 0 and the prior year had a highest grade level reported as grade 6 or below or ungraded.
- Edit Logic: The edit identifies when an LEA reports a Dropout Grand Total > 0 and the prior year had a highest grade level reported as grade 6 or below or ungraded.

**Changed to:**

- Definition: The edit identifies when dropouts > 0 and the highest grade level reported is grade 6 or below or ungraded.
- Edit Logic: Raise warning if: 1. Dropout count > 0, and 2. LEA does NOT offer any of the following grades – 07, 08, 09, 10, 11, 12.

**Rule ID: S052-R60**

On PDF page 176, the SY 2007-08 BRG shows that this is a Must Fix error. This is incorrect; this edit is only a **warning**.

**Rule ID: S088-R01, R02, R03**

Please see below for changes to the edits involving the Children with Disabilities (IDEA) Disciplinary Removals file (N/X088). These correct the edits currently noted on PDF pages 233-234 of the SY 2007-08 BRG.

Unique EDFacts Edit ID # 1	EDFacts Edit Name	Updated Edit Definition	Updated EDFacts Edit Logic
S088-R01	Total count for removal length by disability category does not equal the total by Sex/Membership.	The total for Removal Length (IDEA) <%REMOVAL_LENGTH%> reported in category set A does not match category C.	Category Set A collects Removal Length (IDEA), Disability Category (IDEA). Category Set C collects Removal Length (IDEA), Sex (Membership). For each Removal Length reported by the state (in Category Set A or C), sum the count of students in that Removal Length in Category Set A where the state has provided a student count >= 0. Compare that number to the sum of students in Category Set C for the same Removal where student count >= 0. Raise an error if (a) the two values are not equal, OR (b) sum of Category Set A > 0 and the sum for Category Set C is NULL, OR (c) sum of Category Set C > 0 and the sum for Category Set A is NULL.

S088-R02	Total count for removal length by disability category does not equal the total by LEP status.	The total for Removal Length (IDEA) <%REMOVAL_LENGTH%> reported in category set A does not match category D.	Category Set A collects Removal Length (IDEA), Disability Category (IDEA). Category Set D collects Removal Length (IDEA), LEP Status (Both). For each Removal Length reported by the state (in Category Set A or D), sum the count of students in that Removal Length in Category Set A where the state has provided a student count >= 0. Compare that number to the sum of students in Category Set D for the same Removal where student count >= 0. Raise an error if (a) the two values are not equal, OR (b) sum of Category Set A > 0 and the sum for Category Set D is NULL, OR (c) sum of Category Set D > 0 and the sum for Category Set A is NULL.
S088-R03	Total count for removal length by disability category does not equal the total by Race/Ethnicity.	The total for Removal Length (IDEA) <%REMOVAL_LENGTH%> reported in category set A does not match category B.	Category Set A collects Removal Length (IDEA), Disability Category (IDEA). Category Set B collects Removal Length (IDEA), Race/Ethnicity. For each Removal Length reported by the state (in Category Set A or B), sum the count of students in that Removal Length in Category Set A where the state has provided a student count >= 0. Compare that number to the sum of students in Category Set B for the same Removal where student count >= 0. Raise an error if (a) the two values are not equal, OR (b) sum of Category Set A > 0 and the sum for Category Set B is NULL, OR (c) sum of Category Set B > 0 and the sum for Category Set A is NULL.

**The following business rules are currently listed in the BRG but are not applicable to SY 2007-08:**

- S040-R03 (reference PDF pages 6 and 128 of the BRG)
- S040-R04 (reference PDF page 6 of the BRG)
- S040-R08 (reference PDF pages 6 and 130 of the BRG)
- S040-R13 (reference PDF pages 7 and 131 of the BRG)

Please disregard these business rules.

## 11. EDFACTS SUPPORT INFORMATION

### Whom do I contact when I have a question concerning EDFacts and its supporting tools/documentation?

**RESPONSE:** SEA Partners can contact the EDFacts EDEN Partner Support Center by toll free telephone, fax or e-mail:

Telephone: 877-457-3336 (877-HLP-EDEN)  
Fax: 888-329-3336 (888-FAX-EDEN)  
TTY/TDD: 888-403-3336 (888-403-EDEN)  
E-mail: [eden\\_ss@ed.gov](mailto:eden_ss@ed.gov)

Hours of operation are between 8am-6pm ET, Monday through Friday except for Federal holidays.

### I have new staff that needs training in ESS. Whom should I contact?

**RESPONSE:** PSC provides online training for new EDEN Submitters and new EDFacts Coordinators. The training is typically 90 minutes in duration covering a range of topics from an overview of all EDFacts Tools to troubleshooting transmissions to state-specific information such as submission status. Contact PSC to schedule a one-on-one online training session.

### I would like to get a data extract of my EDEN files. Whom should I contact?

**RESPONSE:** Upon request by the state, PSC can provide a data extract of most files submitted through ESS. This includes, Directory (029), Grades Offered (039), Membership Data (052), Performance Data (to include 081, 075-078), Accountability Data (to include 103 and 106-111), etc.

Contact PSC to request an extract of your state file(s). Note: You need to be an approved ESS submitting representative of your state to acquire an extract.

### I have a suggestion for a change that I feel will make EDFacts and EDEN work better for the states. Whom do I contact?

**RESPONSE:** Contact the Partner Support Center. Your suggestion will be logged and communicated to the EDFacts Change Review Board (ECRB). The ECRB will periodically review requests to determine if resources and priorities allow for implementation.

<b>I previously made an enhancement suggestion. How do I find out if or when it will be implemented?</b>
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**RESPONSE:** When ECRB decisions are made, PSC will contact you back with this information. If you have not heard back, this means your request is pending but feel free to contact the PSC for confirmed status of your request.



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